

Bensenville Community Public Library Board Meeting
Meeting Minutes
August 23, 2021

CALL TO ORDER

The Board of Trustees of the Bensenville Community Public Library District held a Regular Meeting on Monday August 23, 2021. Tina Lux Vice-President called the meeting to order at 7:30p.m.

Trustees Present: Mandi Zalewski, Tina Lux, Consuelo Cabral-Marquez, Ciuinal Lewis, Kathy Quinn

Trustees Absent: Linda Weiss, Susan Earley

The Chair verified the existence of a quorum.

Also Present: David Sieffert, Sue Feddersen, Tekolya Brown, Chris Sloan, Sophie Welsh, Gina Ceaser

HEARING OF DELEGATIONS

None

ACTION ITEMS

APPROVAL OF MINUTES:

Motion: Lewis moved to approve the minutes of the July 26, 2021 Regular Meeting. Seconded by Quinn.

Roll Call:

Aye: Cabral-Marquez, Lux, Lewis, Zalewski, Quinn
Nay: None
Absent: Weiss, Earley

Abstain: None

Motion approved and carried unanimously.

Susan Earley arrived at 7:32pm via Zoom.

APPROVAL OF CHECK LISTING:

Motion: Quinn moved to approve checks from August 1-31, 2021 for a total amount of \$142,725.91. Seconded by Zalewski.

Roll Call:

Aye:	Cabral-Marquez, Lux, Lewis, Zalewski, Quinn, Earley
Nay:	None
Absent:	Weiss
Abstain:	None

Motion approved and carried unanimously.

The Chair directed the Treasurer's Report for the month of July 2021 filed for audit.

DISCUSSION

COVID OPERATIONS DISCUSSIONS:

Sieffert had the Library's attorney (Mickey, Wilson, Weiler, Renzi, Lenert & Julien, P.C.) draft a sample COVID-19 vaccination that the Library could enact to mandate vaccinations for all Library staff, including any new hires. The policy would sunset after 18-months and would allow Trustees an opportunity to revisit and determine is readopting would be necessary. Sieffert spoke with other Library Directors locally and across the state to solicit opinion and determine what other libraries were considering. The Library also spoke with HR Source to vet policy. The results were mixed with some libraries considering a similar policy, others considering mandating testing, and some not addressing the topic. This is currently a discussion item, but with a potential vote at the September meeting, the soonest the policy could be implemented is by the end of October. This would allow for employees to make the necessary arrangements for vaccination.

Other COVID protocols remain in place. This includes the updated cleaning schedule, requiring masks for all patrons and staff inside the building, and, dependent on circumstances, quarantining for employees who have been exposed to COVID positive individuals, etc.

STAFF DAY 2021 AGENDA:

The return to in-person staff day will be on Friday August 27, 2021. This will include a combination of outside presenters and staff led presentations. A theme this year will be about self-care and diversity.

Sieffert is working with North DuPage Family and Youth Services, Bensenville School District 2, and the YWCA to develop programming.

FRONT ENTRY PROJECT UPDATE:

Engineering Solutions, who has worked successfully on many projects for the Library, has drafted the full project specifications and bid packet required for the Library to go to bid publicly as required. The pre-bid meeting will be held on August 26th, 2021 and to date five contractors have picked up packets. September 2, 2021 will be the official bid meeting. A Special Meeting may be required to accept a potential bid. The goal is to start the project in late September and finish by late October, but Sieffert cautions that delays in the supply chain may delay the project by a week or two.

COLLECTION DEVELOPMENT AND SHELF REORGANIZATION:

Currently reorganizing the shelves. The Library received a large donation of Polish books, and there is not enough space in the current location. To make room, Sci-Fi will no longer be a separate section and will be combined with the rest of the fiction collection. Polish books will get two more shelves and the Spanish collection will get more room by moving to the Large Print section.

Tech-Services department have inventoried and cleaned and re-labeled every book in the Youth Department as well as repaired or replaced damaged books. On the Adult side, trying to reduce usage of the bottom shelves on all the book cases for ease of access. Audio books have been cleaned and labels changed.

AUGUST 14, 2021 RESOURCE FAIR RECAP:

Bensenville School District 2 asked for assistance hosting a local resource fair for our community. There were eleven different community resources organizations in attendance to provide information for families. This included North DuPage Family and Youth Services, Hamdard Health Center, College of DuPage, Village of Bensenville, Bensenville Park District, and many more. The weather would good and all organizations in attendance felt we had a really nice turnout. DuPage County Health Department was also onsite providing COVID vaccinations. Free physicals were also available over at Blackhawk Middle School.

PROJECT NEXT GENERATION GRANT UPDATE:

Tabled discussion item until next month.

OPEN MEETINGS ACT TRAINING:

OMA Training is still required for new Trustees, however the site hosted by the State has been down for several months. The training requirement is waived until the site is back up and running. Sieffert will keep those Trustees required to complete informed of any changes.

ILA 2021, PEORIA, IL:

This has shifted to a fully virtual event. If Trustees wish to attend, they let Sieffert know and he will get them registered.

INFORMATION

LIBRARY STAFF REPORT:

BIG: No updates.

BENSENVILLE COMMUNITY FOUNDATION:

A meeting is scheduled for August 27, 2021. Sieffert met with Porte Brown to discuss QuickBooks Online and order checks for organization.

RAILS/SWAN:

ASPEN the new catalogue is coming out. Two cohorts along with District 2. Should go live in October or November.

ADULT SERVICES REPORT:

All programming arrangements for the fall program guide have been completed, with emphasis placed on flexibility in the case that programming must be switched to being fully virtual. The Spanish language program guide will be released simultaneously with the English one. This was possible due to Marketing Coordinator Samantha Parkison's close work with Spanish Language Adult and Youth Librarians Sofia Carapia and Karen Guzman who assisted with translations.

YOUTH SERVICES REPORT:

Lego night and Movie night has returned. Included more home school activities. Hispanic Heritage Month is coming up and Sofia and Karen have many interesting programs planned. The afterschool period has been going smoothly. There has not been as many kids as in the past. The security guard is still on site.

COMMUNITY EVENTS:

Fenton's first home football game is Friday, Sept. 3rd, 2021. Music in the Park has had a good concert series this summer and Sieffert has been in attendance helping to run the 50/50 raffle for the Bensenville Community Foundation. There is also a summer concert series ongoing at White Pines.

ADJOURNMENT

Motion: Lewis moved to adjourn the meeting at 8:06 pm. Seconded by Quinn and carried unanimously.

Roll Call:

Aye: Cabral-Marquez, Lux, Lewis, Zalewski, Quinn, Earley

Nay: None
Absent: Weiss
Abstain: None

Motion approved and carried unanimously.

Mandi Zalewski, Secretary